Dear Wisconsin educators,

On January 2 - 6, 2017, the Aspire Portal will "Rollover" from 2015-16 to 2016-17 data. Please see the attached communication from ACT Aspire for details about the Rollover.

The Aspire Portal Rollover saves the data that remains static between school years and removes the data that changes between school years or is school year specific. Static school and district level reports will remain in the portal. **Dynamic, educator-level reports for 2015-16 will no longer be available starting January 2, 2017. To save any of the dynamic, HTML reports before the Rollover occurs, open the report in the Portal and take a screenshot using your computer's printscreen method or any other screen capture software available to you.**

DPI will load 2016-17 9th and 10th grade student data on March 10, 2017. Schools and districts will be notified when the ASPIRE portal is ready for districts and schools to verify and correct student data.

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Dear Wisconsin ACT Aspire Portal Users,

As we prepare for the 2017 statewide Aspire Early High School testing, we would like to notify you of a critical data update that will take place in the ACT Aspire Portal beginning Monday, January 2nd, 2017, until Friday, January 6th, 2017, that will allow for a successful testing experience.

This communication has been separated into different sections that you may refer to:

1. Objective, including a description of Rollover
2. A detailed summary table of items that are affected by Rollover
3. How student data is linked before and after Rollover
4. Suggested training events and resources
5. New: New Class Roster Report
6. Frequently asked questions regarding Rollover

1.) Objective:

The ACT Aspire Portal will be undergoing a "Rollover" of its data from the 2015-16 school year to the 2016-17 school year. This Rollover saves the data that remains static between school years and removes the data that changes between school years or is school year-specific.

From January 2 through January 6, no data should be added or edited in the ACT Aspire Portal.

2.) Summary table of items affected by Rollover:

For a detailed summary of what will be affected by the Rollover, please refer to the table on the following page.

ACT Aspire Portal Rollover Details			
Category	**Sub-Category**	**Will Remain**	**Will Be Removed**
Organizational (Org) Files	*Organizations*	✓	- -
	Users	✓	- -
Longitudinal Data	*Scores for Longitudinal Reporting*	✓	- -
District-level Static Reports	*Student Performance File (SPF)*	✓	- -
	Current Progress	✓	- -
	Subject Proficiency by Demographic	✓	- -
	Subject Proficiency by Grade	✓	- -
	Subject Proficiency by School	✓	- -
	Supplemental Scores	✓	- -
School-level Static Reports	*Student Performance File (SPF)*	✓	- -
	Multi-Page Individual Student Reports (ISR)	✓	- -
	One Page Individual Student Reports (ISR)	✓	- -
	Current Progress	✓	- -
	Subject Proficiency by Demographic	✓	- -
	Subject Proficiency by Grade	✓	- -
	Supplemental Scores	✓	- -
	Subject Proficiency by Student	✓	- -
	Skill Proficiency by Subject	✓	- -
Educator-Level Dynamic Reports	*Subject Proficiency by Student (Dynamic HTML)*	- -	✓
	Current Progress (Dynamic HTML)	- -	✓
	Supplemental Scores (Dynamic HTML)	- -	✓
	Proficiency Summary (Pathway) (Dynamic HTML)	- -	✓
	Skill Proficiency (Dynamic HTML)	- -	✓
	Skill Proficiency by Group (Dynamic HTML)	- -	✓
Student Data	*Personal Needs Profiles (PNP)*	✓	- -
	Students	- -	✓
	Groups	- -	✓
Tests	*Test Scores*	- -	✓
	Test Attempts	- -	✓
	Test Sessions	- -	✓

3.) How student data is linked before and after Rollover

All student data from the 2015-16 school year will be removed from the ACT Aspire Portal in the Rollover with the exception of a student's Personal Needs Profile (PNP). Wisconsin DPI will upload 2016-17 student data to the Aspire portal on March 10, 2017.

A student's WISEid number will act as the unique link between a student's pre-Rollover PNP and longitudinal data, and their associated data post-Rollover. Once the ACT Aspire Portal has recognized the Student ID number, it will subsequently confirm that the following criteria are also matched with pre-Rollover data:

- WISEid
- Last Name (First 5 characters)
- First Name (First 3 characters)
- Date of Birth

Given these criteria, please note:

- If a pre-Rollover student is loaded with a completely new Student ID number, then the link to that student's PNP and longitudinal data will be lost.
- If a pre-Rollover student is assigned a different student's Student ID number, there is a risk that the pre-Rollover student will be linked to the other student's PNP and longitudinal data.

If these matching criteria are not met for a student, the student will not be matched to their unique PNP or longitudinal data from the 2015-16 school year. *Please note: A student must use the same unique student ID between years. Two students must not use the same student ID in the same tenant at any time. This ensures longitudinal data is maintained correctly between administrations.*

Please also note that Fall 2014 and Spring 2015 report PDF data will also be removed during this rollover process. Please download these reports prior to the rollover window.

4.) Suggested training events and resources

For further details regarding training and reporting resources please visit the ACT Aspire Landing Page.

- Training events information:
    - http://actaspire.pearson.com/allresources.html
- Reporting Resources information:
    - http://actaspire.pearson.com/reportingresources.html
- Reporting modules in the ACT Aspire Training Management System can be found using the following steps:
    1. Go to https://actaspire.tms.pearson.com/.
    2. Enter your email address in the appropriate field and click "Continue".
    3. You will automatically be taken to the Summative "Reporting & Data Usage" module listing. Click "Launch" next to the first module titled "Accessing Summative Reports" to view the module.
    4. To access Periodic-specific modules, select the "Periodic" tab on the page's header, and click "Reporting & Data Usage" on the left side of the page.
- To order printed score reports and labels please visit:

    o   https://www.discoveractaspire.org/reports-order-form/

5.) New: Class Roster Report

After Rollover occurs, educators will have access to a new report that will inform them of their incoming class's previous test scores. This insight to past performance will allow for targeted instruction.

To access the New Class Roster Report take the following steps:

1. To access reports at the Educator Level, click "Summative Tests" on the dashboard menu ribbon
2. Click "View Summative Reports" from the drop-down menu
3. Click on the Educator tab
4. Choose the Class Roster report and criteria
5. Click "Find Students"
6. Select the students you would like on the report
7. Click "Generate Report"
8. Print from your browser if needed

Example screenshot of the New Class Roster Report

6.) Rollover FAQ

What dates will Rollover take place?

January 2-6, 2017.

Where are my reports currently?

Your organization's reports are currently available in the ACT Aspire Portal. To access your organization's reports, hover over *Summative Tests/Interim Tests* on the ACT Aspire Portal dashboard ribbon, and select *View Summative Reports/View Interim Reports* from the dropdown menu.

Where will my reports be after the Rollover?

The reports not affected by Rollover will still be available in the same place after Rollover is complete.

What reports will/will not be available after the Rollover?

All report files that are **PDF** or **CSV** will remain in your organization's Portal after Rollover. The only reports that are affected by Rollover are **dynamic HTML** reports. Please see the table in section 2 of this document for more information.

What steps do I take to save Summative reports that will no longer be available after Rollover?

To save any dynamic HTML reports before Rollover occurs, please open the report in the Portal and take a screenshot using your computer's printscreen method, or any other screen-capture software available to your organization.

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🕐 Monday – Friday, 6:00am – 7:30pm, CST